



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,

Bognor Regis, West Sussex, PO21 1LD

Telephone: 01243 867744

E-mail: clerk@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 9th MARCH 2026.**

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

An opportunity will be afforded to **members of the public** to put **Questions/Statements** to the Council during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their name and are encouraged to put questions/statements in advance, in writing. Priority will be given to written questions/statements, and these should be restricted to the functions of this Council.) Any written question received by 9am on Monday 9th March from members of the public not able to attend the meeting in person will be read by the Chair during this adjournment.

It is intended that the meeting may be viewed remotely via the Town Council's Facebook page.

Prior to the meeting a minute's silence will be observed as a mark of respect following the recent death of serving Town Councillor, Bob Waterhouse

DATED THIS 2nd DAY OF MARCH 2026

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Mayor
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in

- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To APPROVE the Minutes of the Council Meeting (Precept) held on 5th January 2026
 5. Reports from WSCC County and ADC District Councillors (if available)
 6. Written Questions from Councillors
 7. Adjournment for public question time and statements
 8. To consider any written dispensation requests received from Town Councillors
 9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 9.1 **Policy and Resources Extraordinary Committee Meeting of 12th January and the Meeting of 2nd February 2026** with resolutions, recommendations and reports, including: -
 - Recommendation to approve the 2026/27 Annual Audit Plan - Min. 146.1 refers
 - Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 - Min. 147 refers
 - Recommendation to adopt the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed, without any further suggested changes - Min. 148 refers
 - Recommendation to adopt the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy, as proposed, without any further suggested changes - Min. 149 refers
 - 9.2 **Planning and Licensing Committee Meetings of 13th January and 3rd, 24th February 2026** with resolutions, recommendations and reports
 - 9.3 **Environmental and Leisure Committee Meeting of 19th January 2026** with resolutions, recommendations and reports, including: -
 - Recommendation that the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year, and their appointment, be ratified - Min. 76.1 refers
 10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
 11. To note the List of Payments and Transfers made in [December](#) 2025 and [January](#) 2026 and to note the [balances, bank reconciliations and financial reports](#) (February not yet available) and outturn and approval of the contents and their publication. These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Financial Information', where these documents can be accessed by clicking the appropriate box at the bottom of the page)

12. To note the death of serving Town Councillor, Bob Waterhouse, and to ratify a donation of £100 to the British Heart Foundation in his memory
13. Annual Review of the Council's Internal Control Procedures and Practices
14. To consider nominations for Deputy Mayor 2026/27 and make recommendation to the Annual Town Council Meeting 2026
15. To receive any updates on Regeneration in the Town including report from Cllr. Nash (if available)
16. To receive the Notes of the Arun District Association of Local Councils Meeting held on 3rd February 2026
17. To ratify the decision that Bognor Regis Town Council submits a bid into the UK Town of Culture 2028 Competition
18. To Consider Arun District Council's Community Governance Review Programme, and to agree any comments to be submitted in response to the consultation
19. To agree the arrangements for Councillor Drop-In Surgeries for 2026 - Min. 114 refers
20. Mayor's Report and duties undertaken
21. Town Crier's Report and duties undertaken
22. Reports from Representatives to other organisations
23. To receive Correspondence
24. Picturedrome Site update including: -
 - Director's report, any urgent actions taken for ratification
 - AGM of The Bognor Pier Company Ltd - to adopt the accounts Year Ended 31st December 2025 and to note the Director's report
 - To note receipt of the £9,000 Management Fee from The Bognor Pier Company Ltd. (Instalment for 2025)
25. To resolve to move to Confidential Business (S.O. 3d) - (contractual)
26. Confidential Picturedrome Site Update Director's Report, any urgent actions taken for ratification
27. To ratify the decision to write off a debt of £187.50 as agreed by the Policy and Resources Committee (Min. 158 refers)

Agenda items **26** and **27** will contain confidential items and require a resolution to exclude public & press.

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 5th JANUARY 2026

PRESENT:

Mayor: Cllr. Mrs. G. Yeates; Cllrs: K. Batley, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, M. Stanley, B. Waterhouse, P. Wells, M. White and P. Woodall

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
First Cadet Harvey McGarhey (Mayor's Cadet) (part of meeting)
1 member of the public in the gallery

The Meeting opened at 6.31pm

122. WELCOME BY MAYOR

The Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

123. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. J. Barrett and Mrs. J. Warr, with the Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

124. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

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They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

There were no declarations of Interest

125. TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 3rd NOVEMBER 2025

The Minutes of the Council Meeting held on 3rd November 2025 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

126. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

The Clerk informed Members that apologies had been received from District Councillor Simon McDougall, for Pevensey Ward, who had stated that he had nothing to report.

127. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

128. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from the member of the public seated in the gallery, therefore the meeting was not adjourned.

129. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were no written dispensation requests received from Town Councillors.

130. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

131. Extraordinary Policy and Resources Committee Meeting of 30th October and the Meeting of 17th November 2025

The Vice-Chair of the Committee, Cllr. Wells reported, as the Chair, Cllr. Waterhouse had lost his voice. There were no recommendations to Council.

132. Planning and Licensing Committee Meetings of 4th, 25th November and 9th, 23rd December 2025

In the absence of the Chair of the Committee, Cllr. Mrs. Warr, and the Vice-Chair, Cllr. Barrett, Cllr. Mrs. Yeates reported. There were no recommendations to Council.

133. Environmental and Leisure Committee Meeting of 10th November 2025

The Chair of the Committee, Cllr. Batley reported. There were no recommendations to Council.

134. TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE MEETING OF 15th DECEMBER 2025 WITH RESOLUTIONS, RECOMMENDATIONS AND REPORTS

The Deputy Clerk's report was **NOTED**.

134.1 To consider the BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2026/27

Members unanimously **RESOLVED** to **APPROVE** the formal adoption of the Income and Expenditure Budget for 2026/27.

135. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2026/27

The Deputy Clerk's report, including the Budget Summary attached as an appendix, was **NOTED**. Members unanimously **RESOLVED** to **APPROVE** the Precept amount for 2026/27 of £1,104,229.

136. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY

The Council unanimously **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

137. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN OCTOBER AND NOVEMBER 2025 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (DECEMBER NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION

The Council unanimously **RESOLVED** 'to note the payments and transfers made in October and November 2025 and to note the balances, bank reconciliations and financial reports (December not yet available) and outturn and approval of the contents and their publication'.

138. TO CONSIDER AND AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE GOVERNMENT PUBLIC CONSULTATION ON PROPOSALS TO REORGANISE LOCAL GOVERNMENT ACROSS SUSSEX, INCLUDING ARUN DISTRICT

The Deputy Clerk's report was **NOTED**.

The Town Clerk advised the Committee that four Members had submitted individual responses to the consultation for West Sussex and that Council could determine whether to submit a corporate response on behalf of the Town Council.

Members commented that the Town Council had been sidelined by the consultation process and expressed support for the Mayor's individually submitted comments, which were supportive of two Unitary Authorities in West Sussex, agreeing that these should be reiterated within any corporate response.

Those present expressed surprise that the "Brighton & Hove" option had progressed to this stage of the consultation and considered it to be an unviable option.

Members unanimously **AGREED** to submit a corporate representation in support of Option B2 (two individual Unitary Authorities) in relation to the consultation for West Sussex, incorporating comments that reiterated the Mayor's individually submitted response. Furthermore, it was unanimously **AGREED** that a corporate response, opposing the proposed options set out in the Brighton and Hove consultation, be submitted.

139. TO NOTE THE CHANGE IN TIME TO THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd DECEMBER 2025 - MIN. 15.1 REFERS

The Deputy Clerk's report was **NOTED**.

The change in time to the Planning and Licensing Committee Meeting held on 23rd December 2025, from 4pm to 10.30am, was unanimously **NOTED**.

140. TO ADOPT THE BOGNOR REGIS TOWN COUNCIL VISION - MIN. 124 REFERS

The Deputy Clerk's report, together with the attached Draft Vision document, was **NOTED**.

Members expressed support for the Draft Vision and its intended aims. It was clarified that, once adopted, the Town Council's Vision would remain a live document and could be reviewed and updated as required.

In relation to Objective 6, Members requested that businesses within the immediate vicinity of Station Square also be invited to form part of the Working Group. This was **AGREED** and the wording amended accordingly.

Members further **AGREED** that reference to Arun District Council or West Sussex County Council, throughout the Vision document, be replaced with "Upper Tier Authorities", to offset forthcoming changes as a result of local government reorganisation.

Members unanimously **AGREED** to **ADOPT** the Bognor Regis Town Council Vision, with the suggested amendments incorporated into the final document.

141. TO FURTHER CONSIDER THE MEMBERSHIP OF THE BOGNOR REGIS TOWN HALL WORKING PARTY - MIN. 9.2 OF THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON 2nd JUNE 2025 REFERS

Cllrs. Batley, Goodheart, Nash, Miss. Needs, Oppler, Stanley, Mrs. Warr and Mrs. Yeates stated that as a Member of Arun District Council, they would not take part in the discussion and would refrain from voting

The Deputy Clerk's report was **NOTED**.

It was proposed, and seconded, that Cllrs. White and Woodall be appointed as Members of the Bognor Regis Town Hall Working Party and this was **AGREED**.

142. TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN INCLUDING REPORT FROM CLLR. NASH (IF AVAILABLE)

Cllr. Nash gave a verbal report to Members, a summary of which included the following updates: -

- The opening of the Alexandra Theatre had been rescheduled to 6th October 2026.
- The Arcade planning application was due to be considered by the Arun District Council Planning Committee next week.
- Construction of the Premier Inn was expected to be completed at the end of February 2026. In relation to the Fire Station frieze that had been removed from the original building before it was demolished, it was clarified that a new frieze was being manufactured to replicate the original sign, which had reached the end of its operational life.

143. MAYOR'S REPORT AND DUTIES UNDERTAKEN

The report on the Mayor's activities was **NOTED**.

144. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The report on the Town Crier's activities was **NOTED**.

145. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that no reports had been received from Councillors as representatives of other organisations.

Cllr. Woodall stated that he had returned his report via the post box at the Town Hall, but it had not been received in time. His report included the following: -

145.1 Cllr. Woodall - Bognor Regis Carnival Association.

Verbal reports:

145.2 Cllr. Batley - Arun Supporting Families Locality Group.

145.3 Cllr. White - The 39 Club; Bognor Regis Heritage & Arts Partnership Board.

145.4 Cllr. Yeates - Stonepillow.

146. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM

The Deputy Clerk's report was **NOTED**.

147. TO RECEIVE CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list.

148. PICTUREDROME SITE UPDATE INCLUDING:-

148.1 Director's report, any urgent actions taken for ratification

The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

148.2 To note receipt of £15,000 Management fee from The Bognor Pier Company Ltd. (Instalment for 2025)

Members **NOTED** the receipt of £15,000 Management fee from The Bognor Pier Company Ltd. (Instalment for 2025).

The Meeting closed at 7.28pm



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON MONDAY 12th JANUARY 2026

PRESENT: Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, D. Dawes, S. Goodheart, N. Smith, Mrs. J. Warr, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
1 member of the public

The Meeting opened at 6.31pm

127. WELCOME BY CHAIR

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

128. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. P. Wells, with the Clerk recommending that the reason given was acceptable. This absence was therefore unanimously **APPROVED** by Members.

Apologies for absence from Cllr. F. Oppler had not been received in time to be reported at the meeting, therefore, this absence was not approved.

129. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. D. Dawes declared an Ordinary Interest in Agenda items 5 and 6 regarding applicants Blueprint Youth UK, Bognor Coastal Art Trail (BCAT), Bognor Regis Foodbank, Bognor Regis Youth & Community Centre, Bognor Regis Shopmobility, Bognorphenia CIC, and West Sussex Guitar Club and stated that he would not vote or take part in discussion regarding these applicants. Cllr. D. Dawes also declared a Disclosable Pecuniary Interest in Agenda items 5 and 6 regarding the applicant Grandad's Front Room CIC and stated that he would leave the room when this application was discussed and voted on

Cllr. S. Goodheart declared an Ordinary Interest in Agenda items 5 and 6 regarding applicants Bognor Coastal Art Trail (BCAT), Bognor Regis Twinning Association, Bognor Regis Youth & Community Centre, Bognorphenia CIC and Rox Music & Arts Organisation and stated that he would not vote or take part in discussion regarding these applicants

Cllr. Mrs. G. Yeates declared an Ordinary Interest in Agenda items 5 and 6 regarding applicants 2351 Sqn (Bognor Regis) Air Cadets, Bognor Regis Twinning Association, Grandad's Front Room CIC, RAFA Branch Club 381 Bognor Regis, St Wilfrid's Hospice and West Sussex Guitar Club and stated that she would not vote or take part in discussion regarding these applicants

130. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.34pm

The member of the public present was afforded the opportunity to address Members directly on their Grant Aid applications, including their intentions for use of the funds, should their application be successful.

A representative of 60 Minutes of Classical Music reported that two concerts were held each month, typically with a different pianist and programme at each event. Significant value for money had been achieved, with £1,000 of previous Grant Aid funding enabling performances valued at approximately £14,000, featuring a number of high-profile musicians. The trombone learning group continues to operate successfully, and an opera night was delivered. Attendance remains strong, with audiences drawn from both within and outside the town. Members noted that the programme represents a good use of funding and continues to deliver positive outcomes.

The Chair reconvened the Meeting at 6.37pm

131. CONSIDERATION OF PARTNERSHIP FUNDING APPLICATIONS

The Deputy Clerk detailed the applications identified for consideration under Partnership Funding, along with the amount of funding available to be awarded.

Members discussed the Chair's recommendations for consideration of Partnership Funding, which had been identified from the Grant Aid applications received for 2026. These were the Bognor Regis Armed Forces Day Committee, Bognor Regis Foodbank and Bognor Regis Youth and Community Centre. Members supported these recommendations, agreeing that they best fitted the partnership criteria.

The Chair suggested liaison should be held with the relevant organisations, to ensure these partnership proposals are in line with what the organisations are proposing to achieve with any funding provided and best value can be attained.

Cllr. Goodheart redeclared his Ordinary Interest in the Bognor Regis Youth & Community Centre, neither taking part in the discussions relating to this application, nor voting

Following the discussion, Members **RESOLVED** to **AGREE** to enter into a three-year Partnership Funding Agreement with the Bognor Regis Armed Forces Day Committee, Bognor Regis Foodbank and Bognor Regis Youth and Community Centre, thus enabling liaison with the applicants once the agreement is reached on the funding levels to be awarded over the 3-year period. Final ratification of the level of funding to be awarded will be conducted by the Policy and Resources Committee at the next meeting.

132. CONSIDERATION OF GRANT AID FUNDING FOR 2026

The Chair reported that over £82,000 had been requested from the 25 applications received for Grant Aid 2026, with the budget having once again been set at £15,000.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application. Where organisations had failed to provide the documentation required by the Grant Aid Policy, Members agreed that to provide funding in spite of this could set a precedent for future years.

It was felt that several organisations may have been better suited to apply to the Youth and Young Persons Budget, and that clearer advertising of both grant schemes could improve future applications. Members also considered the level of reserves held by some applicant organisations and their suitability for funding.

Cllr. Warr left the Meeting

Following an initial review of all the Grant Aid 2026 applications, including the Chair's recommendations for each, Members revisited the applications and reaffirmed their decisions.

Cllrs. Dawes, Goodheart and Mrs. Yeates did not take part in either the discussion or vote, in relation to the organisations for which they had earlier declared an interest.

Cllr. Dawes left the Meeting

Members **RESOLVED** to **APPROVE** the Grant Aid 2026 awards, as summarised to Members by the Deputy Clerk, and as attached to the Minutes as **Appendix 1**.

The Meeting closed at 7.36pm

Applicant		Amount Requested Grant Aid 2026	P&R Decision for Grant Aid 2026	Comments
1	4 Sight Vision Support	£13,430.00	£1,000	
2	60 Minutes of Classical Music	£2,640.00	£1,250	
3	2351 Sqn (Bognor Regis) Air Cadets	£1,500.00	£1,500	
4	Arun Arts Company Ltd	£852.00	£500	
5	Arun Counselling Centre	£500.00	£500	
6	Blueprint Youth UK	£2,200.00	£0	
7	Bognor Coastal Arts Trail	£1,500.00	£1,000	
8	Bognor Regis Armed Forces Day Committee	£2,200.00	N/A	Partnership Funding
9	Bognor Regis Foodbank	£7,275.00	N/A	Partnership Funding
10	Bognor Regis South Girl Guides	£200.00	£200	
11	Bognor Regis Twinning Association	£900.00	£500	
12	Bognor Regis Youth & Community Centre	£15,000.00	N/A	Partnership Funding
13	Bognor Regis Shopmobility	£1,000.00	£500	
14	Bognorphenia CIC	£2,500.00	£0	
15	Chichester Forest Schools	£1,000.00	£500	
16	Girlguiding Bognor Regis Division	£500.00	£500	
17	Grandad's Front Room CIC	£2,700.00	£1,500	
18	Home-Start Arun, Worthing & Adur	£1,500.00	£0	
19	Lifecentre	£5,184.00	£0	
20	RAFA Branch Club 381 Bognor Regis	£1,500.00	£800	
21	Rox Music & Arts Organisation	£3,000.00	£1,000	
22	Saint Wilfrid Church	£5,000.00	£0	
23	South Coast Sports Coastal CIC	£8,187.50	£1,500	
24	St Wilfrid's Hospice (South Coast) Ltd	£2,000.00	£1,750	
25	West Sussex Guitar Club	£500.00	£500	
Total Amount Awarded			£15,000	
Unallocated			£0	



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd FEBRUARY 2026

PRESENT:

Cllr B. Waterhouse (Chair) Cllrs: J. Barrett, D. Dawes,
F. Oppler, N. Smith, Mrs. J. Warr, P. Wells and M. White

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of
meeting)
1 Member seated in the public gallery

The Meeting opened at 6.33pm

133. WELCOME BY CHAIR

Due to the Chair Cllr. Waterhouse having lost his voice, the Vice-Chair, Cllr. Wells, took the chair.

The Chair welcomed everyone present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

134. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Mrs. G. Yeates, with the Clerk recommending that the reason given was acceptable. This absence was therefore unanimously **APPROVED** by Members.

No apologies were received from Cllr. S. Goodheart, and could not, therefore, be approved.

135. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

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- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Wells stated that he would declare any Interests as and when

136. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th DECEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 12th JANUARY 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th December 2025, and the Extraordinary Meeting held on 12th January 2026, and these were signed by the Chair.

137. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Member seated in the public gallery did not wish to ask any questions, nor make any statements, and the meeting, therefore, was not adjourned.

138. CLERK'S REPORT FROM PREVIOUS MINUTES

138.1 31st March 2025 Min. 157 Councillors' Allowances

Notification had now been received from ADC regarding the 2025 Staff Pay Award, confirming that all staff would receive a 3.20% salary increase. In accordance with the Council's Members' Allowances Scheme, this increase is also applicable to the Basic Allowance and all other allowances including Special Responsibility Allowances (SRAs).

Following a number of meetings with various departments at ADC including the Independent Remuneration Panel, it was confirmed that a percentage of 3.20% would be added to the Basic Allowance. This has resulted in the District Basic Allowance increasing from £6,884 to £7,104 per annum with effect from April 2025.

Members would now need to consider whether they wish to increase the Councillors' Allowance once again from the current annual figure of £688.40 to £710.40 (equivalent to an increase of £22 per annum) and whether this should be backdated. Therefore, an item will be placed on the Agenda of the next Policy and Resources Committee Meeting on 30th March 2026 for Members' consideration.

139. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**.

Councillors were disappointed to see an increase in graffiti and commented that where areas of the town looked "tired", this may encourage graffiti.

140. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Deputy Clerk's report was **NOTED**.

141. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR OCTOBER, NOVEMBER AND DECEMBER 2025 (IF AVAILABLE)

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for October, November and December 2025, was **NOTED**.

Councillors stated their disappointment in the increased absence rate of the BID Community Warden.

142. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR NOVEMBER AND DECEMBER 2025

The Deputy Clerk's report, including the monthly report for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout November and December 2025, was **NOTED**.

143. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 11th DECEMBER 2025

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 11th December 2025, was **NOTED**.

144. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 2nd DECEMBER 2025 AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 2nd December 2025 that had previously been circulated to Councillors, was **NOTED**.

145. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2026 – REPORT BY EVENTS MANAGER

The Events Manager's report was **NOTED**.

Members **RESOLVED** to **AGREE** the Officer's recommendation for the allocation of Town Force time for external town events in 2026.

146. INTERNAL AUDIT INCLUDING: - TO REVIEW THE 2026/27 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION; TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2026/2027 MUNICIPAL YEAR

The Civic & Office Manager's report was **NOTED**.

146.1 Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2026/27 to the Town Council.

146.2 Members **RESOLVED** to **APPROVE** the appointment of Company A as the Town Council's Internal Audit provider for a three-year period commencing with the 2026/2027 municipal year.

147. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Deputy Clerk's report, including the Overall Summary and Action Plan attached, was **NOTED**.

Members **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Mayor, as Chair of the Council, and the Town Clerk.

148. TO CONSIDER UPDATES AND RECOMMEND TO COUNCIL FOR ADOPTION THE CHANGES TO THE FINANCIAL REGULATIONS, STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS, DEFERRED FROM THE MEETING HELD ON 22nd SEPTEMBER 2025 – MIN. 76 REFERS

The Deputy Clerk's report, and the proposed Financial Regulations, Standing Orders and Standing Orders for Contracts appended to the report, was **NOTED**.

Members **AGREED** to **RECOMMEND** the adoption of changes to the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed and without amendment.

149. UPDATES TO: - TIME OFF IN LIEU (TOIL) POLICY; HARASSMENT AND BULLYING POLICY

The Deputy Clerk's report, including the proposed Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy appendices, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy as attached and without amendment.

150. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

The Civic & Office Manager's report, and Specification Sheets pertaining to the differing devices quoted for, was **NOTED**.

Members **RESOLVED** to **AGREE** that the services of the current leasing company are retained, along with the current photocopier, on a new 3-year agreement.

151. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 16th MARCH 2026

The Deputy Clerk's report, and the copy of the previous years' Agenda, was **NOTED**.

Members **RESOLVED** to **AGREE** that representatives of the Premier Inn, recently built on Bognor Regis seafront, be invited to present. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 16th March 2026, whereby doors will open at 6.30pm with the meeting commencing at 7pm. It was also **AGREED** that the future of the Town Hall be included on the Agenda for local feedback.

152. TO CONSIDER AND RATIFY THE LEVEL OF FUNDING TO BE AWARDED TO THOSE ORGANISATIONS IDENTIFIED FOR PARTNERSHIP FUNDING - MIN. 131 OF THE EXTRAORDINARY MEETING OF 12th JANUARY 2026 REFERS

The Deputy Clerk's report was **NOTED**.

155. FINANCIAL REPORTS INCLUDING: -

The Deputy Clerk's report was **NOTED**.

155.1 To note Committee I&E Reports for the month of December 2025 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of December 2025.

155.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2025, whilst noting that this is now undertaken by any authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)

The verification of bank reconciliations as detailed was **NOTED**.

156. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

157. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) (CONTRACTUAL AND STAFFING)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 26, 27 and 28 (contractual) and Agenda item 29 (staffing).

158. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential). The Town Clerk recommended that one debt be written off, and this was **AGREED** by Members.

159. TO CONSIDER FUTURE FUNDING PROVISION OF THE BID BUSINESS WARDEN – MIN. 123.4 REFERS

Cllr. Wells declared an Ordinary Interest as a BID Levy payer

Members considered whether continuing to part fund the BID's Warden was appropriate, now that the Town Council were fully funding a 7-day a week Community Warden that served all five Wards of Bognor Regis, not just the Town Centre. With concerns about the rising level of absenteeism relating to the BID's Warden, a Member reminded those present that the Council's primary function was to protect the public purse and suggested that where the Town Council was not certain of value for money, funding should be withdrawn.

Members unanimously **RESOLVED** to **AGREE** that the Town Council's funding contribution towards provision of the BID Warden be withdrawn, effective from 1st April 2026, with the 2026/2027 budget provision of £17,367 previously approved (Min. 123.4 refers), returned to General Reserves.

160. TO RECEIVE AN UPDATE AND RECOMMENDATIONS FROM THE BOGNOR REGIS TOWN HALL WORKING PARTY AND TO AGREE FURTHER ACTIONS

Cllrs. Oppler and Mrs. Warr declared an Ordinary Interest as Members of Arun District Council and stated they would not participate in discussion and would abstain from voting

The Chair, a member of the Working Party, informed those present that the recommendations made had been based on information that was available at the time but that, since then, further information had been forthcoming and amendments to the recommendation were suggested. There followed a discussion, during which guidance was sought from the Town Council's Accountant, Mr. Kemp.

Members **DISAGREED** with the recommendations from the Bognor Regis Town Hall Working Party, instead **RESOLVING** to **APPROVE** the amended recommendation verbally given, as summarised in the Confidential Report attached to the File Minutes. For the record, Cllrs. Oppler and Mrs. Warr abstained from voting.

161. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 2nd FEBRUARY 2026

161.1 Members unanimously **AGREED** to **RATIFY** the recommendation of the Joint Consultative Sub-Committee (Staffing) made at the meeting held on 2nd February 2026, as detailed in the confidential verbal report given by the Clerk, resulting in the progression of proposed changes to staff resources.

The Meeting closed at 8.17pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 13th JANUARY 2026

PRESENT: Cllr. Mrs. J. Warr (Chair); Cllrs: J. Barrett, D. Dawes,
P. Ralph, B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.01pm

139. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

140. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Miss. C. Needs, with the Clerk recommending that the reason given was acceptable. This absence was unanimously **APPROVED** by Members.

No apologies for absence were received from Cllr. S. Goodheart and, therefore, his absence could not be approved.

141. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion

and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllrs. Mrs. J. Warr and Mrs. G. Yeates stated that as a Member of Arun District Council, they would be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

142. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 23rd DECEMBER 2025

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 23rd December 2025 as an accurate record of the proceedings and the Chair signed them.

143. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, and the meeting was not, therefore, adjourned.

144. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

145. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 19th, 26th DECEMBER 2025 AND 2nd JANUARY 2026

145.1 The Committee noted that there were no views from other Town Councillors to report.

145.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

145.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

146. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Premises License applications to be considered, nor representations to be ratified.

147. TO CONSIDER ANY PAVEMENT LICENSE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement License applications to be considered, nor representations to be ratified.

148. TO RATIFY ANY REPRESENTATIONS SUBMITTED IN RESPONSE TO ARUN DISTRICT COUNCIL'S PUBLIC SPACES PROTECTION ORDER (PSPO) CONSULTATION

The Deputy Clerk's report was **NOTED**.

The Committee discussed the submission of a corporate response to Arun District Council's consultation on the proposed updated Public Spaces Protection Order (PSPO), in relation to Bognor Regis.

Members expressed concern that the newly defined restrictions were overly simplified and that the removal of wording from the previous, preferred restrictions reduced clarity and effectiveness, particularly in relation to alcohol consumption and anti-social behaviour.

Members further noted that the definition of "authorised persons" should be expanded to include the Business and Community Wardens operating within the town.

The geographical extent of the PSPO was also discussed, with concern raised that where an individual is directed to leave the area, this could require them to travel a significant distance on foot.

Members **AGREED** that the Deputy Clerk would draft a corporate response, to be shared with all Members of Bognor Regis Town Council, before submitting in response to Arun District Council's Public Spaces Protection Order (PSPO) consultation.

149. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

Additional correspondence included: -

- 149.1** ADC – Notice that a Planning Committee Meeting would take place on 14th January 2026 at 2pm.
- 149.2** WSCC – WSCC's Highways Briefings delivered in 2025 had been collated and are available for Members to view online.
- 149.3** ADC – Notice was given that the Middleton-On-Sea Neighbourhood Development Plan 2024-2041 has now been 'made'.

The Meeting closed at 4.31pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 13th JANUARY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 19th, 26th DECEMBER 2025
AND 2nd JANUARY 2026)**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<p><u>BR/146/25/HH</u> <u>4 Gatehouse Mews</u> Sudley Road Bognor Regis PO21 1FJ</p>	<p>New entrance porch. Single storey rear extension. Conversion of existing storage room into habitable room. RE-ADVERTISED Amended application form with Certificate B.</p>	<p>NOT CONSIDERED</p> <p>The Committee resolved not to consider this application, as this specific application had already been considered and a representation submitted at the Planning and Licensing Committee Meeting of 23rd September 2025.</p>
<p><u>BR/206/25/HH</u> <u>29 Victoria Road</u> Bognor Regis PO21 2JE</p>	<p>Single storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/214/25/PL</u> <u>5 Bedford Street</u> Bognor Regis PO21 1SD</p>	<p>Demolition of Unit 1 and re-roofing of Unit 2 due to fire damage. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/215/25/CLE</u> <u>146 Aldwick Road</u> Bognor Regis PO21 2PA</p>	<p>Lawful development certificate for 3 No. existing flats.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 3rd FEBRUARY 2026

PRESENT: Cllr. Mrs. J. Warr (Chair); Cllrs: J. Barrett, D. Dawes,
B. Waterhouse, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
1 member of the public

The Meeting opened at 4.05pm

150. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

151. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Miss. C. Needs and Cllr. S. Goodheart, with the Clerk recommending that the reasons given were acceptable. These absences were unanimously **APPROVED** by Members.

Although apologies were received from Cllr. P. Ralph, due to an administrative error they could not be approved, however, Members will be asked to retrospectively approve this absence at the next meeting.

152. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote

- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllrs. Mrs. J. Warr and Mrs. G. Yeates stated that as a Member of Arun District Council, they would be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

Cllr. Mrs. G. Yeates declared an Ordinary Interest in Agenda Item 7 regarding BR/225/25/PL as a member of the Arun Conservation Area Advisory Panel and stated that she would not vote

153. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th JANUARY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 13th January 2026 as an accurate record and the Chair signed them.

154. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There was one member of the public seated in the gallery, who did not wish to ask any questions or make a statement, therefore the meeting was not adjourned.

155. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

156. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 9th, 16th 23rd JANUARY 2026

156.1 The Committee noted that there were no views from other Town Councillors to report.

156.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

156.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

157. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were no Premises License applications to be considered, nor representations to be ratified.

158. TO CONSIDER ANY PAVEMENT LICENSE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement License applications to be considered, nor representations to be ratified.

159. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

Additional correspondence included: -

159.1 WSCC – Public Notice that London Road will be temporarily closed to all traffic commencing on 16th February 2026 for up to 5 days (it is estimated to be completed on 20th February 2026) and is necessary to ensure the safety of both the public and the workforce while SGN undertakes gas connection onto main. The restriction will be in place 24 hours. An alternative route will be signed on site. Access maintained for residents and pedestrians. Access will not be maintained for emergency services during works, and the diversion route will need to be followed. For information regarding this closure please contact SGN on 0800 912 1700 who will be able to assist with scope of these works.

159.2 WSCC – Public Notice that Annandale Avenue outside property 51 has been temporarily closed to all traffic commencing on 29th January 2026 for up to 21 days (it is estimated to be completed on 13th February 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes emergency road closure to facilitate sewer repairs. The restriction will be in place 24 hours. An alternative route will be signed on site. Access maintained for emergency services, residents and

pedestrians. For information regarding this closure please contact Southern Water, 01403 282841 who will be able to assist with scope of these works.

- 159.3** WSCC – Public Notice that Southdown Road outside property 43 has been temporarily closed to all traffic commencing on 30th January 2026 for up to 21 days (it is estimated to be completed on 30th January 2026) and is necessary to ensure the safety of both the public and the workforce while Southern Water undertakes Emergency road closure to facilitate the repair of broken utility asset. The restriction will be in place 24 hours. An alternative route will be signed on site. Access maintained for emergency services, residents and pedestrians. For information regarding this closure please contact Southern Water, 01403 282841 who will be able to assist with scope of these works.
- 159.4** WSCC - Highways, Transport and Planning - News and Updates, 30th January 2026. Circulated to Committee Members via email.
- 159.5** ADC – The latest Infrastructure Funding Statement has been provided.

The Meeting closed at 4.45pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 3rd FEBRUARY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 9th, 16th AND 23rd JANUARY 2026)**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<p><u>BR/217/25/PL</u> <u>Land rear of 86 Annandale Avenue</u> Bognor Regis PO21 2EX</p>	<p>Erection of 1 No. 3- bed dwelling house with off street parking and garden. This application is in CIL Zone 4 and is CIL Liable as a new dwelling.</p>	<p>OBJECTION</p> <p>The proposed development would result in an intensification of use of the site and a cramped appearance which would adversely affect the character of the building occupying the site of 86 Annandale Avenue and the character of the residential area which affects neighbouring amenities. It is felt that it fails to provide an adequate area of amenity space commensurate to the size of the dwelling located on the site of 86 Annandale Avenue, which could harm the amenities of future and existing occupants and would be, therefore, contrary to Policies D SP1, D DM1 and QE SP1 of the Arun Local Plan. Members are concerned that these proposals will result in an increase in pressure for on-street parking spaces, by losing the current parking provision running alongside 86 Annandale Avenue in order to gain vehicular access to the proposed development, which will be harmful to the amenity of existing local residents in the area. This would result in an intensification of use, that adversely affects the character of the area, which</p>
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BR/217/25/PL (continued)
Land rear of 86 Annandale
Avenue
Bognor Regis
PO21 2EX

would affect public and neighbouring amenities, and would result in the generation of excessive parking demands which would harm nearby public amenity; contrary to Policies H SP4 and QE SP1 of the Local Plan. Criterion (b) of Policy H SP4 requires HMOs, of which it is believed 86 Annandale Avenue is classed as, to not contribute to the generation of excessive parking demands and requires that capacity is provided for or exists to cater for any demand likely to be generated. There is also concern about the mature trees that run along the northern boundary, of which one is regarded by Members to be a magnificent Magnolia tree. It is not clear from the plans whether it is intended to remove any of these trees. If this were to be the case then the proposals have the potential to fall short of Policy ENV DM4 which requires that it can be demonstrated that trees protected by a TPO, or those contributing to local amenity, will not be damaged or destroyed unless certain conditions can be met. Furthermore, Policy QE SP1 requires all development to contribute positively to the quality of the environment and to ensure that development does not have a significantly negative impact upon residential amenity, or the natural environment, which Members consider the proposals to be contrary to should any mature trees be removed.

<p><u>BR/222/25/HH</u> <u>136 Hawthorn Road</u> Bognor Regis PO21 2BL</p>	<p>Hard standing and new 3.4m vehicle crossover.</p>	<p>NO OBJECTION</p>
<p><u>BR/224/25/HH</u> <u>186 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Two storey rear extension.</p>	<p>NO OBJECTION</p>
<p><u>BR/225/25/PL</u> <u>Land adjacent to Bognor Regis Station</u> Station Road Bognor Regis PO21 1QF</p>	<p>Installation of black, 450mm railings on existing planter walls. This application affects the setting of a listed building, affects the character and appearance of the Bognor Regis Railway Station Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p> <p>Members support the application having worked with local partners to address historic ASB issues at station square, towards which the installation of these railing will hopefully mitigate.</p>
<p><u>BR/219/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU</p>	<p>Mansard roof extension for 1 No. 2-bed apartment with construction of an external staircase and window and door amendments to rear elevations (resubmission following BR/158/25/PL). This application is in CIL Zone 4 (Zero Rated) as a flat.</p>	<p>NO OBJECTION</p>
<p><u>BR/229/25/PL</u> <u>45 High Street</u> Bognor Regis PO21 1RU</p>	<p>Construction of 6 No. apartments (resubmission following BR/156/25/PL). This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 24th FEBRUARY 2026

PRESENT: Cllr. Mrs. J. Warr (Chair); Cllrs: J. Barrett, D. Dawes,
S. Goodheart, P. Ralph, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 4.02pm

160. WELCOME BY CHAIR

The Chair welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

161. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllr. Miss. C. Needs, with the Clerk recommending that the reason given was acceptable. This absence was unanimously **APPROVED** by Members.

No apologies for absence were received from Cllr. B. Waterhouse and, therefore, his absence could not be approved.

Although apologies were received from Cllr. P. Ralph for the meeting on 3rd February 2026, due to an administrative error they could not be approved at that meeting. It was therefore **AGREED** by Members to **APPROVE** Cllr. P. Ralph's apologies, retrospectively.

162. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest

- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore, must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllrs. S. Goodheart, Mrs. J. Warr and Mrs. G. Yeates stated that as a Member of Arun District Council, they would be voting on the matters before them having regard to only such information as placed before the Town Council. Should they come to consider any matters again at Arun District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

163. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 3rd FEBRUARY 2026

The Committee **RESOLVED** to **AGREE** the Minutes of the Meeting held on 3rd February 2026 as an accurate record and the Chair signed them.

164. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, and the meeting was not, therefore, adjourned.

165. CLERK'S REPORT FROM PREVIOUS MINUTES

165.1 4th February 2025 Min. 160 School Crossing Patrol – Edward Bryant School

Following the school's request, West Sussex County Council had carried out a traffic and child count and met the funding threshold under their criteria. The matter now sits with WSCC Highways, who must complete a formal risk assessment before any recruitment can begin. There is currently no timescale for that stage, and if infrastructure works are identified, this could delay matters by several months.

Once Highways approval is in place, WSCC will advertise and recruit to the post. These roles are historically difficult to fill and require DBS checks.

165.2 3 Hour Parking Consultation – Littlehampton and Bognor Regis

Following Arun's Economy Committee Meeting on 9th October 2025, Parking Services had been asked to consult with stakeholders on a proposed change to the current 2-hour free parking scheme in Littlehampton and Bognor Regis, with a view to extending it to a 3-hour offer.

Members were reminded that the form had been circulated to them via email, to consider and respond to, with the Deputy Clerk collating the responses and submitting the form on the Committee's behalf to be ratified at the next meeting.

166. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 30th JANUARY AND 6th, 13th FEBRUARY 2026

166.1 The Committee noted that there were no views from other Town Councillors to report.

166.2 The Committee noted that no representations had been received from members of the public, or neighbouring parishes, in respect of these applications.

166.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

167. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, STREET TRADING CONSENT 122828: 35 LONDON ROAD, BOGNOR REGIS, WEST SUSSEX, PO21 1PQ

**167.1 Local Government (Miscellaneous Provisions) Act 1982
Premises: 35 London Road, Bognor Regis, West Sussex, PO21 1PQ
Application Number: 122828**

The Committee noted the application for Annual Street Trading Consent for the supply of food from a mobile unit from 9:00 to 17:00, Tuesday to Saturday.

Members **RESOLVED** to raise **NO OBJECTION** to the Annual Street Trading Consent being granted.

**167.2 Local Government (Miscellaneous Provisions) Act 1982
Premises: Street Record, London Road, Bognor Regis, West Sussex
Application Number: 122858**

The Committee noted the application for a Regular Markets Consent (Annual) for from 9:00 to 16:30, Tuesday and Saturday.

Members **RESOLVED** to raise an **OBJECTION** to the Regular Markets Consent (Annual) being granted for the following reasons:

Bognor Regis Town Council objects to the proposed market licence on the following grounds:

The application is based on the operation of a multi-stall market, however evidence from previous trading periods demonstrates that the operator has consistently failed to deliver the minimum number of licensed traders outlined within their application, with markets frequently operating with only one or two stalls.

As a result, the activity being delivered is materially different from that which was applied for and approved.

This ongoing under-occupation of stalls has led to the ineffective use of a key town centre space, detracting from the vitality and appearance of the area and failing to provide the level of activity, footfall, and community benefit that a market is intended to generate. This represents a negative impact on local amenity and town centre vibrancy.

Furthermore, by retaining exclusive use of the site and trading days while failing to provide a viable market offer, the operator prevents alternative providers from delivering a potentially more successful and vibrant market, to the detriment of the wider community and local businesses.

The Council therefore considers that the applicant has not demonstrated their ability to deliver the licensed activity as proposed, and that granting a further licence in these circumstances would not be in the public interest.

For full transparency, the Council has been working with local partners on an alternative market, and intends to submit a license within the coming days.

168. TO CONSIDER ANY PAVEMENT LICENSE APPLICATIONS AND RATIFY ANY REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

There were no Pavement License applications to be considered, nor representations to be ratified.

169. TO CONSIDER ARUN DISTRICT COUNCIL'S INFRASTRUCTURE INVESTMENT PLAN (IIP) REVIEW, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

The Deputy Clerk's report was **NOTED**.

Members **AGREED** to **DEFER** this item to the following meeting, where comments and proposed projects collated from a Member's Workshop could be ratified.

170. TO CONSIDER ARUN DISTRICT COUNCIL'S LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (LCWIP), AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION

The Deputy Clerk's report was **NOTED**.

Members **AGREED** to **DEFER** this item to the following meeting. The consultation would be circulated to allow Member comments to be collated which could then be ratified.

171. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

Additional correspondence included: -

- 171.1** WSCC - Highways, Transport and Planning - News and Updates Newsletter 20th February 2026.

The Meeting closed at 5.36pm

**PLANNING APPLICATIONS CONSIDERED AT THE MEETING OF THE
PLANNING AND LICENSING COMMITTEE HELD ON 24th FEBRUARY 2026
(AS ADVERTISED BY ARUN DISTRICT COUNCIL ON LISTS DATED 30th JANUARY,
6th AND 13th FEBRUARY 2026)**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

<p><u>BR/6/26/PL</u> <u>67, 69 and 71 Upper Bognor Road</u> Bognor Regis PO21 1HR</p>	<p>Retention of alterations to 3 No. listed buildings, extension of a listed building to create an office and warden's accommodation, erection of 1 No. new building consisting of 3 No. flats, offices and workshops, creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, areas for parking, and storage for bins and cycles. This application of listed buildings affects the character and appearance of the Upper Bognor Road and Mead Lane Conservation Area and is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>NO OBJECTION</p>
<p><u>BR/7/26/HH</u> <u>186 Aldwick Road</u> Bognor Regis PO21 2YQ</p>	<p>Double garage.</p>	<p>OBJECTION Members object to this application for the following reasons;</p> <p>Impact on Local Character and Streetscape (NPPF Para 130): - The proposed garage, positioned prominently in front of the dwelling, is considered excessively large, visually intrusive, and wholly out of keeping with the established character of Aldwick Road, where open frontages and dwellings set well back create a spacious</p>

BR/7/26/HH (continued)
186 Aldwick Road
Bognor Regis
PO21 2YQ

streetscape. The development would dominate the street scene and introduce an incompatible form of built development that conflicts with the prevailing pattern of single detached houses behind landscaped gardens.

Adverse Effect on Residential Environment and Privacy (NPPF Para 130): - The scale and siting of the proposed structure would result in an over-dominant and overbearing impact on neighbouring properties, reducing light, affecting outlook, and creating a physical barrier at odds with the open character of the area.

Non-Compliance with the Established Building Line: - By projecting forward of the existing dwelling and garage, the proposal disrupts the established building line and undermines the consistent rhythm of properties along Aldwick Road. Members consider that approval would set an undesirable precedent for similar forward-built structures, further eroding the character of the area.

Negative Visual Impact (NPPF Paras 130 & 134): - The proposed building would be highly visible from Aldwick Road and, due to its

<p><i>BR/7/26/HH (continued)</i> <i>186 Aldwick Road</i> <i>Bognor Regis</i> <i>PO21 2YQ</i></p>		<p>scale and position, would detract from the appearance of Aldwick Road.</p> <p>Lack of Sustainable or Sympathetic Design: - The design fails to respect or complement the character of surrounding dwellings, including the Tudor-style architecture of the host property. The proposal does not demonstrate high-quality or context-appropriate design and therefore does not meet the expectations of the Local Plan or NPPF Paragraph 134.</p> <p>Conservation Area Impact: - As the site lies within the Aldwick Road Conservation Area, Members consider that the development neither preserves nor enhances its special architectural and historic character. The introduction of a large, prominent structure to the front of the property would harm the area's visual coherence and is therefore contrary to conservation aims.</p>
<p><u>BR/11/26/PL</u> <u>33b First Floor Flat</u> <u>Canada Grove</u> Bognor Regis PO21 1DW</p>	<p>Conversion of loft to habitable use with 1 No. rear dormer and 1 No. front rooflight.</p>	<p>NO OBJECTION</p>

<p><u>BR/15/26/PL</u> <u>Tesco Superstore</u> Shripney Road Bognor Regis PO22 9ND</p>	<p>Removal of disused bus stop and external alternations to facilitate a temporary parking / loading area for Dot.com/Click & Collect vehicles. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/17/26/PL</u> <u>74A Hawthorn Road</u> Bognor Regis PO21 2DD</p>	<p>Retention of side store and covered pergola area. This application is in CIL Zone 4 (Zero Rated) as other development.</p>	<p>NO OBJECTION</p>
<p><u>BR/9/26/PL</u> <u>Jubilee Guest House</u> <u>5 Gloucester Road</u> Bognor Regis PO21 1NU</p>	<p>Change of use from Guest House to 4 No. self-contained apartments. This application is in CIL Zone 4 (Zero Rated) as flats.</p>	<p>OBJECTION</p> <p>The proposal represents an over-intensive form of development which fails to respond positively to local character, resulting in a cramped layout, contrary to NPPF para 135.</p> <p>The proposal would lead to increased on-street parking pressure or highway safety concerns, contrary to NPPF para 115.</p> <p>The proposal results in the loss of visitor accommodation, contrary to NPPF paras 84 and 91, which seek to support sustainable tourism and the vitality of town centres and coastal communities.</p> <p>Members feel that the application goes against the Neighbourhood Plan, namely: - Policy 7 - Promotion of Tourism and Beach Service Points. The NP recognises the crucial importance of the tourism</p>

BR/9/26/PL (continued)
Jubilee Guest House
5 Gloucester Road
Bognor Regis
PO21 1NU

industry for the Bognor Regis economy. Development of new and existing tourist facilities will be supported as a crucial part of improving Bognor Regis as a visitor destination. Page 14 paragraph 3, highlights that beyond Butlin's, overnight visitors and would be visitors have a limited range of accommodation options to choose from particularly in terms of medium to higher end seafront hotels, B&Bs and Guest Houses. This is possibly related to the high proportion of socially rented properties and associated tenancy restrictions along the seafront, Town Centre and Bognor Regis as a whole. With regeneration on the cards for Bognor Regis, Members feel it is important to protect this existing Guest House that is situated in a prime location for tourists.

Policy H SP4(b) (ALP) makes clear the provision of HMOs should not contribute to the generation of excessive parking demands or traffic in the area. Whilst utilised as a guest house, those arriving by car will likely leave their vehicle in the public car park opposite the property, and explore on foot throughout most of their stay. If used as an HMO, there will likely be

BR/9/26/PL (continued)
Jubilee Guest House
5 Gloucester Road
Bognor Regis
PO21 1NU

an increase in traffic movement with residents coming and going throughout the day/night which has the potential to create a hazard with the property located just off a bend in the road.

Paragraph 108 of the NPPF states that in assessing specific applications for development it should be ensured that safe and suitable access to the site can be achieved for all users. Paragraph 109 (NPPF) states development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE ENVIRONMENTAL AND LEISURE COMMITTEE HELD ON MONDAY 19th JANUARY 2026

PRESENT: Cllr. K. Batley (Chair); Cllr. D. Dawes, Miss. C. Needs,
P. Ralph, M. Stanley, Mrs. J. Warr and M. White

IN ATTENDANCE: Mr. M. McLaughlin (Committee Clerk)
Mr. B. Handley (Event Duty Officer)
1 Member seated in the public gallery

The Meeting opened at 6.40pm

69. WELCOME BY CHAIR

The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

70. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. R. Nash, P. Wells and P. Woodall. The Clerk recommended that the reasons given were acceptable, and the absences were unanimously **APPROVED** by Members.

71. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
- b) the nature of the Interest
- c) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- d) if it is a Disclosable Pecuniary or Other Registrable Interest and therefore must temporarily leave the meeting for the discussion and

vote, whether they will be exercising their right to speak on this matter under Public Question Time.

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllrs. K. Batley, Miss. C. Needs, M. Stanley and Mrs. J. Warr declared an Ordinary Interest in Agenda item 7 as a Member of Arun District Council

72. TO APPROVE THE MINUTES OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 10th NOVEMBER 2025

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Environmental and Leisure Committee Meeting held on 10th November 2025, as an accurate record and the Chair duly signed them.

73. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.42pm

The Chair invited members of the public to raise any questions or statements they wished to make.

A Member seated in the public gallery, in referencing the Member's Briefing that had taken place prior to the meeting, thanked those of the Environmental and Leisure Committee present for their participation.

The Chair reconvened the Meeting at 6.44pm

74. CLERK'S REPORT FROM PREVIOUS MINUTES

74.1 15th September 2025 – Min. 40 Concept and Production of a Disabled Access Guide for Bognor Regis

Following the Committee Clerk's emails of 22nd December 2025 and 6th January 2026, the Town Council's website now incorporates a link to AccessAble, who provide accessibility guides for places and venues, ranging

from restaurants, hotels, hospitals, and universities, within a radius of up to 250 miles.

The link complements the Beach Access guide, a collaboration last September, between Arun District Council and AccessAble, also available under the Visitor Information page on the Town Council's website.

74.2 15th September 2025 – Min. 42.2 Promenade Bandstand Lights

The Senior Surveyor, Property & Estates from Arun District Council, updated and reported, via email on 7th January 2026, that the reason for the Promenade Bandstand lights not working was due to a power outage - a mains fault between the substation and bandstand locations, requiring specialist identification of the fault and resolution.

No firm date(s) or timeframe had been given and the Committee Clerk would update further upon receipt of information.

74.3 15th September 2025 – Min. 48 Facilitate a Meeting of Youth Providers and Delivery of Youth Voice

In response to earlier outreaching, the Committee Clerk had received positive replies to an invitation to attend and present to the Environment and Leisure Committee, and each other, at 6:30pm on Monday 23rd March 2026. Those to present included: -

- Sheri Birch of - 39 Youth Club
- Emma Babonau – Pheonix Centre
- Russ Chandler – Bognor Regis Town Football Club.

Rebecca East of Artswork, involved with Youth Voice with Arun District Council will also attend.

Kerrie Bridger, of Bognor Regis Youth & Community Centre, is unfortunately unavailable. As requested by Kerrie, Sheri Birch, will update in the interim.

74.4 10th November 2025 - Min. 64 Billy the Bulb Mascot

Billy the Bulb Mascot was moved to his new storage location on Wednesday 26th November 2025. The agreement for the storage arrangements was finalised and signed by the respective parties on 19th November 2025. The Town Council's insurer has been informed, with security and storage arrangements confirmed and the policy updated. Reciprocal signing arrangement was complete, with installation of signage undertaken. Members were reminded that the storage arrangements for Billy the Bulb were year to year and not indefinite.

75. TO CONSIDER THE TOWN COUNCIL DECLARING ITS SUPPORT IN RELATION TO OPPORTUNITIES WITH INWARD INVESTMENT FOR BOGNOR REGIS TO SUPPORT THE DEVELOPMENT OF TOURISM IN THE TOWN, AS PRESENTED AT THE MEMBERS BRIEFING HELD ON 19th JANUARY 2026 - MIN. 63 REFERS

The Committee Clerk's report was **NOTED**.

Having received a presentation in relation to opportunities with inward investment for Bognor Regis, to support the development of tourism in the town, Members spoke of the roles played by Arun District Council, as the local planning authority, and of West Sussex County Council, as the economic strategy authority. Discussions included the need to retain the traditional heritage of Bognor Regis as an affordable family orientated resort and a place of opportunity, regeneration and representation of local interest, especially in the context of pending local government reorganisation.

75.1 A Member requested the vote be recorded, the request subsequently granted (in accordance with Standing Order 3u), and shown as: -

FOR	AGAINST	ABSTAIN
Cllr. Ralph	Cllr. Miss. Needs	Cllr. Batley
Cllr. Mrs. Warr	Cllr. Stanley	Cllr. Dawes
	Cllr. White	

Members in majority **DISAGREED** to declare support for the proposals presented to them and therefore, no further steps were agreed.

76. ALLOTMENTS SUB-COMMITTEE - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETINGS HELD ON THE 10th NOVEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 5th JANUARY 2026, INCLUDING:-

The Committee Clerk's report, including appendices relating to the Notes of the Allotments Sub-Committee Meetings appended to the report, was **NOTED**.

76.1 Recommendation of the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year – Min. 21 of 10th November refers

Members **RESOLVED** to **RATIFY** the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year and **AGREED** to **RECOMMEND** to Council that these appointments be ratified.

76.2 Recommended expenditure of £76.63 including VAT charged to the Gravits Lane Maintenance Budget for purchase of an All-weather Combi Padlock – Min. 24 of 10th November refers

Members **RESOLVED** to **RATIFY** expenditure of £76.63 including VAT for an All-weather Combi Padlock, charged to the Gravits Lane Maintenance Budget.

76.3 Recommended expenditure of £65.00 excluding VAT charged to the Gravits Lane Maintenance Budget for removal of decomposing fox - Min. 24 of 10th November refers

Members **RESOLVED** to **RATIFY** expenditure of £65.00 excluding VAT for removal of decomposing fox charged to the Gravits Lane Maintenance Budget.

76.4 Recommended expenditure of £47.50 excluding VAT charged to the Allotments Competition Budget for engraving of shields for annual Allotment Awards – Min. 24 of 10th November refers

Members **RESOLVED** to **RATIFY** expenditure of £47.50 excluding VAT for engraving of shields charged to the Allotments Competition Budget.

76.5 Recommended expenditure of £166.50 including VAT from Earmarked Reserves for 15 Planter Shaped Signs 1st /2nd /3rd – Min. 24 of 10th November refers

Members **RESOLVED** to **RATIFY** expenditure of £166.50 including VAT from Earmarked Reserves for the Planter Shaped Signs above.

77. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 25th NOVEMBER 2025 INCLUDING:-

The Committee Clerk's report, including appendices relating to the Notes of the Working Group, was **NOTED**.

77.1 Recommendation that Cllr. M. White be appointed as a member of Bognor Regis in Bloom Working Group - Min. 3 refers

Members **RESOLVED** to **RATIFY** that Cllr. M. White be appointed as a member of Bognor Regis in Bloom Working Group.

77.2 Recommended expenditure in total of £844.91 for the Bognor Regis in Bloom Awards Evening to be funded from the 2025/2026 Competition Expenses Budget - Min. 5.1 refers

Members **RESOLVED** to **RATIFY** total expenditure of £844.91 for the Bognor Regis in Bloom Awards Evening, to be funded from the 2025/2026 Competition Expenses Budget.

78. TO RATIFY EXPENDITURE FROM THE PUBLICITY AND PROMOTION BUDGET 2025/2026 INCLUDING:-

The Committee Clerk's report was **NOTED**.

78.1 Expenditure of £104 excluding VAT for posters to populate the seafront shelters outside of the event season

Members **RESOLVED** to **RATIFY** expenditure of £104 excluding VAT for low season posters from the Publicity and Promotions Budget 2025/2026.

78.2 Expenditure of £20 excluding VAT for flowers to be presented at the opening of the Project 39 Subway Project - Min. 61.1 refers

Members **RESOLVED** to **RATIFY** expenditure of £20 excluding VAT for two floral bouquets from the Publicity and Promotions Budget 2025-26.

79. TO RATIFY ANY PUBLIC EVENTS LICENCE APPLICATION REPRESENTATIONS SUBMITTED BY THE TOWN CLERK IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS

The Committee Clerk's report, detailing it had not been possible to submit representation on behalf of the Town Council in response to the one application owing to an insufficient number of Councillors responding to the request from the Committee Clerk, was **NOTED**.

It was further **NOTED** that no response was submitted in relation to the application for the Craft Market for the avoidance of any conflict of interest owing to the applicant being an Officer of the Town Council.

A Member asked, if the ratification of Public Events licence applications would be better suited under the Planning and Licencing Committee, who meet more frequently, with potentially more time to debate. The Committee Clerk was tasked to enquire and report.

80. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated.

The Meeting closed at 7.20pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 9th MARCH 2026**

AGENDA ITEM 12 - TO NOTE THE DEATH OF SERVING TOWN COUNCILLOR, BOB WATERHOUSE, AND TO RATIFY A DONATION OF £100 TO THE BRITISH HEART FOUNDATION IN HIS MEMORY

REPORT BY THE TOWN CLERK

FOR DECISION

Members will be aware of the recent death of Cllr. Bob Waterhouse and the Council extends its deepest condolences to Cllr. Waterhouse's family.

Cllr. Waterhouse was a serving Town Councillor.

The required notice of vacancy will be published in due course. Whether the electorate decide to Co-Opt or Elect a new Member of the Town Council, once the successful candidate has been determined, it will be necessary to review the membership of all Committees as changes may be required to ensure that political parity remains across the Committee membership.

This matter will therefore be referred back to the Annual Town Council Meeting on 11th May 2026 at which time vacancies for representatives to Outside Bodies will also be considered.

It is Town Council policy that upon the passing of a former Town Councillor, a donation is made, in their name, to a cause or charity, as chosen by the family.

Upon the sad passing of former Town Councillor, Bob Waterhouse, the Clerk has been in liaison with the Group Leaders seeking guidance on their wishes on this occasion. It was suggested and **AGREED** by the Group Leaders, that a donation of £100 to the British Heart Foundation, the charity chosen by Bob's family, would be an appropriate gesture.

Members are asked to ratify this expenditure.

DECISION

To **RATIFY** donation of £100 to the British Heart Foundation in memory of former Town Councillor, Bob Waterhouse.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 9th MARCH 2026**

AGENDA ITEM 13 - ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES

REPORT BY THE TOWN CLERK

FOR DECISION

As part of the Town Council's audit procedures, Members are required to confirm on the Annual Return that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

A Statement of the Town Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Town Council's Financial Regulations and Standing Orders. These controls relate to income and expenditure, accounting procedures and engaging the services of both external accountants and an independent internal auditor – **Appendix 1**.

DECISIONS

Members are therefore invited to review the procedures and practices that are followed as detailed on the attached Statement of Internal Control.

Following this review, Members are asked to **RESOLVE** that the Town Council's internal control procedures and practices are adequate and operating effectively.

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit/Purchasing Card, subject to strict monetary limits.
7. A petty cash float controlled on a strict imprest basis, with reimbursement subject to Control 5 above.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact, subject to current restrictions on the banking of cash change, as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 9th MARCH 2026**

**AGENDA ITEM 14 - TO CONSIDER NOMINATIONS FOR DEPUTY
MAYOR 2026/27 AND MAKE RECOMMENDATION TO THE ANNUAL
TOWN COUNCIL MEETING 2026**

REPORT BY THE TOWN CLERK

FOR DECISION

Following a Motion put to Full Council at the meeting held 2nd September 2019, Members resolved to agree that the Mayoralty Selection Committee be dissolved with nominations for Deputy Mayor being discussed at the March Council Meeting (Min. 98 refers).

DECISION

Members are invited to consider nominations for Deputy Mayor 2026/27 and **AGREE** a recommendation for this appointment, to be put before Full Council at the Annual Town Council Meeting.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 9th MARCH 2026**

AGENDA ITEM 16 - TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING HELD ON 3rd FEBRUARY 2026

REPORT BY TOWN CLERK

FOR DECISION

The Notes of the Arun District Association of Local Councils Meeting held on 3rd February 2026 are attached (**Appendix 1**).

DECISION

Members are invited to **NOTE** the Notes of the ADALC Meeting held on 3rd February 2026.

ADALC Zoom meeting - February 3 2026

Chairs: Cllr Michael Tu (Arundel TC), Cllr Amanda Worne (Yapton PC)
Secretary: Susannah Finch
Email: dalc@wsalc.co.uk

Minutes of a meeting of Arun District Association of Local Councils held at 7.00pm on Tuesday 3 February 2026 by Zoom.

Present:

Aldwick PC
Angmering PC
Arundel TC
Bersted PC
Bognor TC
Clapham PC
Climping PC
East Preston PC
Ferring PC
Ford PC
Kingston PC
Littlehampton TC
Lyminster and Crossbush PC
Pagham PC
Slindon PC
Rustington PC
Warningcamp PC
Yapton PC

Trevor Leggo West Sussex Association of Local Councils,
CEO
Susannah Finch DALC Secretary

Key Takeaways

- **Planning & Flooding Crisis:** Uncontrolled development is overwhelming local infrastructure, causing severe flooding and traffic chaos. Kingston PC proposed that ADALC members work together to draft a joint response regarding the pressure for housing development without adequate supporting infrastructure which would be shared with MPs. The email from Kingston's clerk, Val Knight, will be circulated alongside the minutes.
- **County Councillor Accountability:** A proposed Service Level Agreement (SLA) for county councillors was rejected as unenforceable. The consensus is that councils must build productive relationships directly and hold underperforming councillors publicly accountable, especially with elections delayed to 2027.

- **Urgent Need for Resilience Plans:** Parishes must consider creating emergency plans to manage local crises (e.g., power outages, evacuations), as reliance on overstretched Category 1/2 responders is insufficient. SALC has a trusted associate who can provide templates and expert support.
 - **ADALC Relaunch:** The group will meet three times annually, with one physical meeting (likely the AGM) before summer to foster networking.
-

1. Welcome and apologies

The Chair welcomed attendees to the meeting and noted the importance of using AI notetakers as a time-saving tool for councils.

Apologies were received from Aldingbourne, Barnham, and Eastergate.

It was agreed that the group aims to hold three meetings per year, with a focus on making them more consistent than in the previous year.

2. Minutes of last meeting

The previous minutes were approved.

3. Chair's Report – Cllr Michael Tu / Cllr Amanda Worne

County Councillor Accountability

With county elections delayed to 2027, councillors will serve an extended term. Some parishes such as Arundel report poor representation, while others are well-served.

Cllr Tu suggested creating a formal Service Level Agreement to define expectations (e.g., quarterly attendance, 2-3 day response time).

The SLA was rejected as unenforceable. The recommended approach is to:

- Build productive relationships directly with councillors.
- Publicly call out underperformance to inform residents for future elections.

The issue will be raised at the WSALC Board for a wider view.

Community Governance Review (CGR)

The community governance review is being conducted by Arun DC, where they have written to all parishes asking what changes they would like to see in terms of parish boundaries, mergers, etc. The review is looking at a range of activities related to parish governance, such as boundaries, merging parishes, and the viability of parish meetings.

Trevor mentioned that Arun has received responses from some parishes, but he's not sure how many have responded so far.

Some specific examples mentioned were Bognor Regis and Bersted looking to tidy up some small wards, and Bersted potentially reducing their number of parish councilors as they've struggled to maintain 14.

There was some concern that the lack of a mayoral spatial strategy due to the delayed mayoral elections could impact the community governance review process.

Cllr Worley raised concerns that he has until this point been unaware of the CGR, and suggested there has been a gap in geography and communication.

Cllr Hamilton-Street informed the group that an email today was released announcing that eight parishes would be affected by the CGR: Aldwick, Arundel, Bersted, Felpham, Ford, Pagham, Pevensey and Yapton.

4. Update from WSALC - Trevor Leggo

There is a clerk's networking day on the 6th March, taking place in person in Billingshurst.

The Joint Chairs Forum is being pitched for March 19th. It will be an online session to bring the chairs of approximately 250 councils up to date on the latest developments.

Parish Resilience Planning

Trevor stressed the importance of Emergency and Resilience planning for all councils. National security alerts and local crises (e.g., power outages, flooding) require parishes to be self-reliant, as Category 1/2 responders are overstretched.

Councils need a practical, tested emergency plan for local response, including:

- Evacuation procedures and safe locations.
- Resource lists (e.g., chainsaws, generators).
- Key holder contact information.

SALC works with a trusted associate, Dee Thornton, who can provide plan templates (£120) and connect parishes with expert volunteers (e.g., retired military/emergency services).

West Sussex County Council is also piloting a Community Emergency Training program.

5. Devolution and Unitary Authority Proposals

Three proposals for West Sussex are with the government. A decision is expected around March 16:

1. **WSSCC:** Single unitary authority.
2. **District Councils:** Two unitary authorities.
3. **Brighton & Hove:** Five unitaries across East and West Sussex.

The mayoral election has been delayed to May 2028. This delays the creation of a regional spatial strategy, which is a mayoral function.

6. Planning update and impact of developments & 7. Flooding issues in the district

Uncontrolled housing development is overwhelming local infrastructure.

1. **Yapton:** 1,500 new homes in Ford require major utility upgrades, causing long-term road closures and severe flooding.

2. **Bersted:** The A29 is frequently closed due to flooding (23 days last year), creating traffic chaos. New logistics hubs are being built on flood-prone land.
3. **Barnham:** Raw sewage is backing up into homes and play parks.
4. **Clymping:** Coastal erosion is an uncoordinated crisis between Arun, WSCC, and the EA, threatening homes.

Kingston PC, represented by Cllr Wetherell, proposed that the parishes work together to draft a joint response regarding the pressure for housing development without adequate supporting infrastructure. The email from Kingston's clerk, Val Knight, will be circulated to all the Arun parishes with the minutes. It suggests a combined approach to put forward a professional, joined-up opinion on this issue. The meeting attendees agreed this made sense, as they are all seeing the significant impacts on local infrastructure from the rapid housing growth, such as issues with roads, flooding, power, and other services not keeping pace.

It was proposed that Steve Tilbury, SALC's planning associate, could be commissioned to help draft this joint response, which would then be shared with the relevant MPs to also lobby at the national level on these local planning concerns. The group felt a unified voice from the parishes would carry more weight in pushing back against the infrastructure challenges posed by unchecked housing development in the area.

Arun DC is submitting a strong response to the NPPF changes (due March 10), which could worsen the situation by making it easier to build outside built-up area boundaries.

8. Matters of concern to your council

Rustington PC is fighting the closure of Zachary Merton Community Hospital.

The meeting closed at 8pm.

Date of next meeting to be confirmed.

AGENDA ITEM 17

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 9th MARCH 2026**

AGENDA ITEM 17 – TO RATIFY THE DECISION THAT BOGNOR REGIS TOWN COUNCIL SUBMITS A BID INTO THE UK TOWN OF CULTURE 2028 COMPETITION

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will be aware that the Town Clerk recently wrote to Councillors seeking their opinion as to whether Bognor Regis Town Council should explore submitting a bid for UK Town of Culture 2028.

The programme provides towns with the opportunity to showcase their cultural identity, attract visitors and investment, and support local regeneration. The successful town receives £3 million to deliver its cultural year, with additional funding available for shortlisted and runner-up towns.

Submitting a bid would require a formal commitment from the Council and a significant investment of Officer time to develop the application, engage partners, and shape a compelling vision for the town.

With the majority of Councillors indicating their support for Bognor Regis Town Council submitting a bid, Councillors are asked to ratify this decision.

Arrangements are being made for a Members workshop, enabling Councillors to engage with the drafting of the Council's submission, for which the Deputy Clerk has emailed Members with dates.

DECISION

Do Councillors **AGREE** to **RATIFY** the decision that Bognor Regis Town Council submits a bid for the UK Town of Culture 2028 competition?

AGENDA ITEM 18

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 9th MARCH 2026**

**AGENDA ITEM 18 – TO CONSIDER ARUN DISTRICT COUNCIL'S
COMMUNITY GOVERNANCE REVIEW PROGRAMME, AND TO AGREE ANY
COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Policy and Resources Committee Meeting, held on 17th November 2025, it was proposed, and seconded, that Hatherleigh Ward be brought back into Pevensey Ward, as had been the case before the May 2015 elections. Members resolved to agree that the Town Council formally submit a formal request to Arun District Council for a Community Governance Review (Min. 110 refers).

Arun District Council has now commenced a statutory Community Governance Review (CGR), whereby they consider changes to parish governance arrangements, including parish boundaries, warding arrangements, and councillor numbers, to ensure effective and convenient local government and reflect community identity.

The consultation period runs until 31 March 2026. Arun District Council is inviting representations from electors, parish councils, and other interested bodies before draft recommendations are prepared.

The review includes consideration of internal warding arrangements within Bognor Regis, specifically the absorption of Hatherleigh ward by Pevensey ward. Members are invited to consider any further comments that they would like to make about the proposals.

DECISION

Members are asked to **AGREE** any further comments to be submitted to Arun District Council in relation to the Community Governance Review Consultation.

AGENDA ITEM 19

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 9th MARCH 2026**

**AGENDA ITEM 19 - TO AGREE THE ARRANGEMENTS FOR COUNCILLOR
DROP-IN SURGERIES FOR 2026 - MIN. 114 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Further to the Council Meeting on 3rd November 2025 (Min. 114 refers), Members are asked to consider and agree the arrangements for Councillor Drop-In Surgeries in 2026, including dates/times and locations.

Councillor Drop-In Surgeries provide residents with an opportunity to meet informally with Members to raise local issues, seek advice, and engage directly with the Town Council.

In an effort to host Surgeries that suit the needs of as many people as possible, a variety of arrangements should be considered i.e. hosting them during mornings, afternoons and evenings, on weekdays and at weekends, and in accessible outdoor and indoor locations within the wards of Bognor Regis.

Members are asked to consider the frequency of the Councillor Drop-In Surgeries for 2026, agreeing the arrangements for each, whilst noting that it is essential a good number of Councillors are available to attend each Drop-In arranged.

Subject to approval, Officers will arrange publicity and venue bookings accordingly.

DECISION

Members are invited to **AGREE** the arrangements for Councillor Drop-In Surgeries for 2026.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 9th MARCH 2026**

AGENDA ITEM 20 - CIVIC DUTIES UNDERTAKEN BY MAYOR CLLR. MRS. GILL YEATES FROM 5th JANUARY – 9th MARCH 2026

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- Saturday 10.01.26 : BR Model Railway Club Annual Exhibition, Felpham Community College
- Monday 12.01.2026 : Photo Opportunity & Cheque Presentation From Neilcott Construction to Stonepillow (Mayor's Charity), Stonepillow, Chichester
- Thursday 15.01.2026 : Meeting and Tour of Stonepillow Services In BR, Stonepillow Day Hub, 'Glenlogie', Clarence Rd, BR
- Sunday 18.01.2026 : Annual Wreath Laying at Grave of Sir Richard Hotham, South Bersted Churchyard, Bersted Street, BR
- Tuesday 20.01.2026 : *Deputy Mayor attended: 39 Youth Club AGM, Church Path, Glamis Street, BR*
- Friday 30.01.2026 : BRTC Health & Wellbeing Market, Town Centre, BR
- Friday 30.01.2026 : Hall & Woodhouse Community Chest Awards, The Black Rabbit, Mill Lane, Offham, Arundel
- Friday 30.01.2026 : *Deputy Mayor attended: WS Guitar Club Concert, Regis School of Music, Sudley Rd, BR*
- Friday 06.02.2026 : 85th Anniversary of the Formation of 2351 (BR) Squadron Air Training Corps., BR Club, Downview Rd, Felpham
- Saturday 14.02.2026 : Grand Opening of new 3G Pitch & facilities at BR Town Football Club, Nyewood Lane, BR
- Monday 02.03.2026 : 'Inspiration' - 200 years of Railway event, BR Railway Station, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 9th MARCH 2026**

**AGENDA ITEM 21 - EVENTS ATTENDED BY TOWN CRIER MRS. JANE SMITH
FROM 5th JANUARY – 9th MARCH 2026**

REPORT BY CIVIC & OFFICE MANAGER

FOR INFORMATION

- | | | |
|--------------------|---|--------------------------------------------------------------------------------------|
| Thursday 22.01.26 | : | Opening of 'Morrisons Extra' Store, Icarus Avenue, Burgess Hill (private engagement) |
| Wednesday 11.02.26 | : | 'Innocent Smoothie' Social Media Campaign, Day 1 - London (private engagement) |
| Tuesday 24.02.26 | : | 'Innocent Smoothie' Social Media Campaign, Day 2 - London (private engagement) |

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 9th MARCH 2026**

AGENDA ITEM 23 - CORRESPONDENCE

FOR INFORMATION

1. WSCC; 3 February 2026 Cabinet Agenda – Circulated to all Councillors 28.01.2026
2. Public Sector Network newsletter 28.01.2026
3. CCCI February Events: Book Now, Blink and they're gone – Circulated to all Councillors 28.01.2026
4. Office for National Statistics; Census consultations 2031 topics and ethnicity harmonisation closing 28.01.2026
5. NALC chief executive's bulletin – Circulated to all Councillors 29.01.2026
6. Office for National Statistics; updates 29.01.2026
7. Arun January newsletter 30.01.2026
8. WSCC 03.02.2026 Cabinet Agenda – Circulated to all Councillors 30.01.2026
9. The Sussex Police & Crime Commissioner; Targeting dangerous driving behaviours in Sussex – Circulated to all Councillors 30.01.2026
10. Heather Perrott BR Twinning; next international film being shown at the Picturedrome – Circulated to all Councillors 31.01.2026
11. NALC Jobs listings 02.02.2026
12. Latest news from St Wilfrid's Hospice 02.02.2026
13. NALC Newsletter; new online resource published showcasing practical case studies on devolution – Circulated to all Councillors 02.02.2026
14. WSCC News Release; Illegal tobacco in orange juice cartons: Trading Standards prosecution leads to £105,000 penalty – Circulated to all Councillors 03.02.2026
15. WSCC News Release; Next steps for budget and new combined authority agreed by Cabinet – Circulated to all Councillors 03.02.2026
16. ADC; Community Governance Review Programme – Circulated to all Councillors and on social media 05.02.2026
17. CCCI February Newsletter – Circulated to all Councillors 05.02.2026
18. NALC Chief Executive's Bulletin – Circulated to all Councillors 05.02.2026
19. Friends of Sussex Hospices; Illustrated Talk on the Newlyn Art School 06.02.2026
20. The Sussex Police and Crime Commissioner; Supporting Victims and Survivors of Sexual Violence in Sussex – Circulated to all Councillors 06.02.2026
21. NALC Job listings 09.02.2026
22. NALC events – Circulated to all Councillors 10.02.2026
23. Sussex Alerts Police Monthly Bulletin - Circulated to all Councillors 10.02.2026
24. NALC Newsletter - tickets are now on sale for our Annual Conference, the flagship event for parish and town councils – Circulated to all Councillors 11.02.2026
25. NALC Chief executive's bulletin – Circulated to all Councillors 12.02.2026
26. WSCC news release - Parliamentary milestone reached as Sussex and Brighton move closer to devolution – Circulated to all Councillors 12.02.2026
27. WSCC newsletter - Food waste collections coming, new coast path, free wellbeing checks, and more! – Circulated to all Councillors 12.02.2026
28. WSCC news release - West Sussex County Council says abuse of its officers need to stop – Circulated to all Councillors 12.02.2026

AGENDA ITEM 23

- 29.** WSCC news release - West Sussex County Council commits to a fairer future for people with care experience – Circulated to all Councillors 13.02.2026
- 30.** The Sussex Police and Crime Commissioner - The devastating impact of romance fraud – Circulated to all Councillors 13.02.2026
- 31.** WSCC news release - Thousands of drains cleared as council works to keep roads moving following severe weather – Circulated to all Councillors 13.02.2026
- 32.** ADC news release - Latest news release - Changes are coming to the council tax reduction scheme – Circulated to all Councillors 16.02.2026
- 33.** NALC Chief executive's bulletin – 19th February 2026 – Circulated to all Councillors 19.02.2026
- 34.** Office for National Statistics; Prioritisation of ONS statistics 19.02.2026
- 35.** WSCC news release; A29 Shripney Road closed due to significant flooding following exceptional rainfall – Circulated to all Councillors 19.02.2026
- 36.** WSCC Highways, Transport and Planning - News and Updates – Circulated to all Councillors 20.02.2026
- 37.** The Sussex Police and Crime Commissioner; Championing the voices of our rural communities – Circulated to all Councillors 20.02.2026
- 38.** NALC Jobs Listings 23.02.2026
- 39.** WSCC newsletter; Budget special edition – Circulated to all Councillors 23.02.2026
- 40.** Public Sector Network Newsletter February 2026 - Circulated to all Councillors 24.02.2026
- 41.** NALC newsletter; Star Council Awards 2025/26 winners announced 25.02.2026
- 42.** NALC chief executive's bulletin – Circulated to all Councillors 26.02.2026
- 43.** CCCI Newsletter; nominations deadline – Circulated to all Councillors 26.02.2026
- 44.** Office for National Statistics; local update 26.02.2026
- 45.** ACCA News; Supporting Our Community Through Winter – Circulated to all Councillors 27.02.2026
- 46.** WSCC News Release; Event for candidates for West Sussex County Council elections – Circulated to all Councillors and on social media 27.02.2026
- 47.** Latest news release - Arun District Council agrees 2026-27 budget – Circulated to all Councillors and on social media 27.02.2026
- 48.** Arun Newsletter 27.02.2026
- 49.** The Sussex Police & Crime Commissioner; Collaborating to cut retail crime – Circulated to all Councillors 27.02.2026
- 50.** NALC Jobs newsletter 02.03.2026
- 51.** Heather Perrott; next international film showing at Picturedrome and BRTC annual history talk – Circulated to all Councillors 02.03.2026

AGENDA ITEM 24

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING – 9th MARCH 2026

AGENDA ITEM 24 - PICTUREDROME SITE UPDATE INCLUDING: -

- DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION
- AGM OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2025 AND TO NOTE THE DIRECTOR'S REPORT
- TO NOTE RECEIPT OF THE £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (INSTALLMENT FOR 2025)

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Relaying of uneven slabs outside of the cinema – uneven and broken paving slabs outside of the cinema, on both the Linden Road and Canada Grove sides, have been relayed and replaced for public safety. These works will be funded by BPCL.

Investigations into water ingress - reports of penetrating dampness to the ceiling of 1A Linden Road. Investigations found that a downpipe above the roof had disintegrated, with Buddleia growing through the pipe and blocking it. Downpipe and associated fixings will be replaced and funded by BPCL.

Reports of water ingress into Screen 3 were also investigated and were found to be as the result of slipped roofing tiles. Tiles were reinstated, and the felt edges resealed, now making the area watertight. These works will be funded by BPCL.

Annual inspection - the annual inspection and clearance of gutters, downpipes and flat roof areas, using a cherry picker and mobile scaffold tower, was completed on 22nd January 2026 with the works to be funded by BPCL.

Balance Sheet for The Bognor Pier Company Ltd. - a copy of the detailed Balance Sheet up to and including 31st December 2025 will be copied to Councillors for information under separate cover.

AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2025 AND TO NOTE THE DIRECTOR'S REPORT

Members are invited to **ADOPT** the accounts, copied to Councillors under separate cover and to **NOTE** the Director's Report.

DECISION

Members are invited to **ADOPT** the accounts for year ending 31st December 2025 and to **NOTE** the Director's Report.

AGENDA ITEM 24

Proposed Monthly Budget for year ending December 2026 - a copy of the proposed Monthly Budget for year ending December 2026 will be provided to Councillors under separate cover. This information deals with individual annual rental payments, which are not a matter of public record, so this item will therefore be dealt with under confidential business.

TO NOTE RECEIPT OF £9,000 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (INSTALMENT FOR 2025)

Members are advised that £15,000 Management Fee has been received from The Bognor Pier Company Ltd. and has been paid into the Town Council's account.

As previously advised, this funding is committed in the Council's budget and is used to contribute towards the costs of the Picturedrome development loan.

DECISION

Members are asked to **NOTE** receipt of the £9,000 Management Fee received from The Bognor Pier Company Ltd. (Instalment for 2025).